# Accessing 403b Funds Through



## **RIC and PWE**

Your 403b account is part of the Iowa Retirement Investors' Club (RIC). RIC uses planwithease (PWE) as its third party administrator. Your funds are still held by and managed by your investment provider. PWE manages the process by which you can request a transaction.

## When can I access my 403b account?

- 1. When you have terminated employment;
- 2. When you reach age 59 1/2;
- 3. If eligible, you can take a loan; or
- 4. If eligible, you can request a hardship withdrawal. You must take any available loans first.

## How do I access my funds?

- 1. Obtain the appropriate form(s) from your RIC provider
- 2. If you are age 59 ½ or older and taking a withdrawal from an RIC active provider, use "age 59 ½ or older" as your distributable event on your provider's form and submit directly to your provider
- If you are not age 59 ½ or older, or are requesting a transaction with a provider other than an RIC active provider, log into PWE's website (see <u>Help With Login</u>) at <a href="https://my.planwithease.com/emadmin/landingpage.action">https://my.planwithease.com/emadmin/landingpage.action</a>, request approval and print the approval letter.
- 4. Submit the PWE approval letter with the provider's forms to the provider.

# Instructions for transaction requests

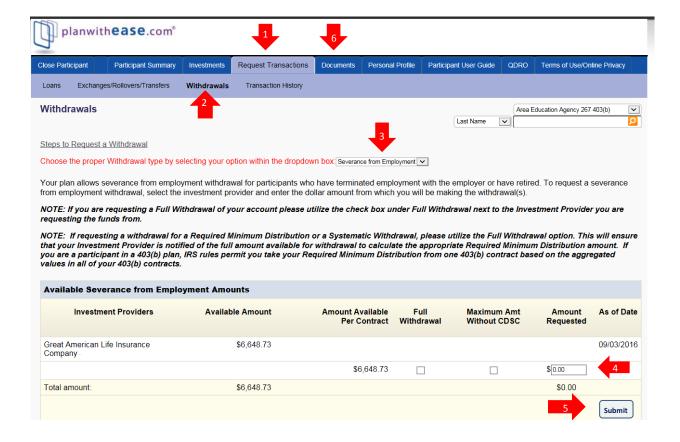
The transaction requests below are illustrated on the following pages.

- Withdrawal (other than a loan or hardship) or rollover out
- Loan (if available in your plan)
- Exchange
- Rollover in
- Hardship withdrawal

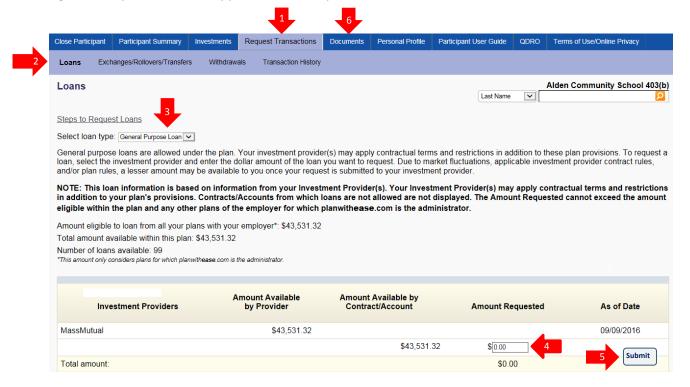
You may access a *Participant Users Guide* at https://das.iowa.gov/sites/default/files/hr/ric/403b/documents/pwe\_guide.pdf

# How do I request a withdrawal (other than loan or hardship) or rollover out? (Return to top)

- 1. Select Request Transactions.
- 2. A menu will appear below the tabs. Select Withdrawals/Rollovers Out in the new menu.
- 3. In the drop down box, select the reason you are requesting a withdrawal/rollover (severance from employment or age 59 ½).
- 4. Next to the investment provider under Amount Requested, enter an amount or select Full Withdrawal.
- 5. Select Submit.
- 6. Place cursor on *Documents* and select *Reports/Letters*. Print the certificate in the *Reports* tab and send it, along with the provider's withdrawal form or the receiving company's rollover paperwork, to the provider.



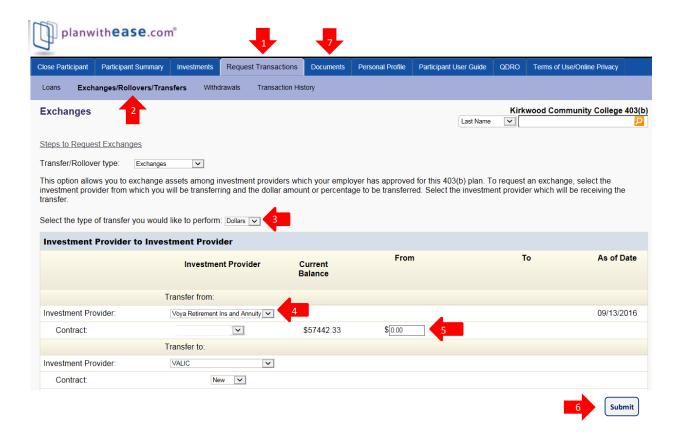
- 1. Select Request Transactions.
- 2. A menu will appear below the tabs. Select *Loans* in the new menu (this option will only be listed if your employer allows loans).
- 3. In the drop down box, select the type of loan you are requesting. The amount eligible is based on IRS requirements, which is the lesser of \$50,000 or 50% of your account balance (minus any existing loan balance over the previous 12 months)
- 4. Next to the investment provider under Amount Requested, enter the amount of the loan.
- 5. Select Submit.
- 6. Place cursor on *Documents* and select *Reports/Letters*. Print the certificate in the *Reports* tab and send it, along with the provider's loan application, to the provider.



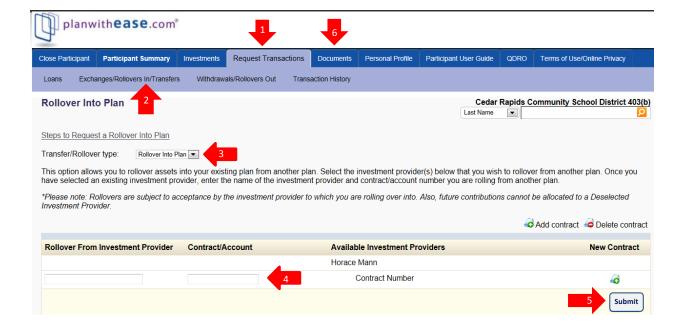
# How do I request an exchange from one RIC provider to another?

(Return to top)

- 1. Select Request Transactions.
- 2. A menu will appear below the tabs. Select Exchanges/Rollovers In/Transfers in the new menu.
- 3. Select the type of exchange (dollars or percentage).
- 4. Select the providers to move the funds from and to.
- 5. Next to the investment provider you are moving the funds from under Amount Requested, enter the amount you wish to move.
- 6. Select Submit.
- 7. Place cursor on *Documents* and select *Reports/Letters*. Print the certificate in the *Reports* tab and send it, along with the provider's form, to the provider.



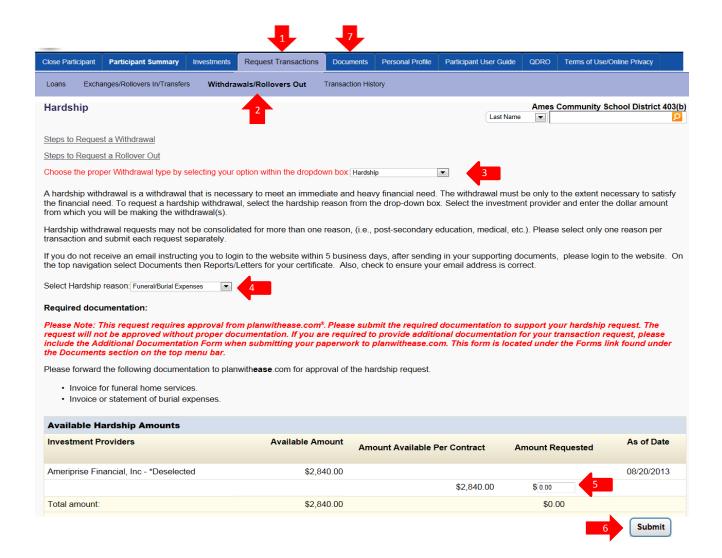
- 1. Select Request Transactions.
- 2. A menu will appear below the tabs. Select Exchanges/Rollovers In/Transfers in the new menu.
- 3. Select Rollover into Plan.
- 4. Type in the name of the provider you are rolling money from and the account number.
- 5. Select Submit.
- 6. Place cursor on *Documents* and select *Reports/Letters*. Print the certificate in the *Reports* tab and send it, along with the provider's form, to the provider.



- 1. Select Request Transactions.
- 2. A menu will appear below the tabs. Select the Withdrawals/Rollovers Out tab.
- 3. Select *Hardship* in the drop down box.
- 4. Select hardship reason in the drop down box.
- 5. Designate the amount you are requesting.
- 6. Select Submit.

Note: Submit supporting documentation by fax to planwithease at (866) 771-5047. The withdrawal request is reviewed within 5 business days. Notification of approval will be sent to you via email.

7. After planwithease notifies you of approval, log back into your account and place the cursor on *Documents* and select *Reports/Letters*. Print the certificate in the *Reports* tab and send it, along with the provider's form, to the provider.



Help With Login (Return to top)

When you log in for the first time, you will be prompted to complete the following steps (helpful hints for successful set up are shown below).

WELCOME TO

Log In

Enter Username

•••••

disable your account.

Participant O Sponsor

Login fields are case sensitive. Replace

"Enter Username" with your Usernam

and dots with your password. Three consecutive failed login attempts may

Forgot Login Credentials?

planwith**ease**.com<sup>®</sup>

Initial user ID is the

security number (no

dashes or spaces).

Initial password is the

participant's birth date

Select "Participant"

(MMYY)

participant's 9 digit social

- Create a User ID
- Create a Password
- Choose and answer 3 Alternate
  Verification Questions
- Edit your personal information

## Creating a User ID and Password

User IDs and Passwords should be no more than 15 characters (letters and numbers only) and contain at least 1 letter and 1 number (letters are case sensitive). Review additional criteria for a successful User ID and Password below.

## User ID - 3 DON'TS

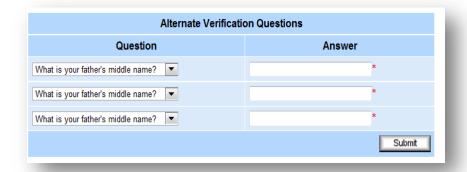
- Do not use Password or SS#.
- Do not use three successive letters or numbers (i.e.: ABC123).
- Do not use special characters such as !,@,#,\$,%,&, etc.

### Password - 3 DON'TS

- Do not use User ID or SS#.
- Do not use three successive letters or numbers (i.e.: ABC123).
- **Do not** use two of the same characters in a row (i.e.: instead of apple01, use aple01)

#### **Alternative Verification Questions**

You will need to choose 3 different security questions and type an answer for each (answers are case sensitive). These questions will be asked as a security step for password resets and each time you log into the pwe site from an unknown computer.



## **Editing Personal Information**

Once you have logged in for the first time,

you will be prompted to review and edit your personal information. You MUST provide the email address you want planwithease.com to use in sending notices to you. Select the *Save and Continue* button.